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23 July 1959

MEMORANDUM FOR THE DDCI

SUBJECT: Distribution of Intelligence Board Documents

1. Sometime ago you raised a question with respect to the distribution of Board documents. Now that the survey of NIE recipients is underway, we would seem to have an appropriate context within which to present recommendations to the Board on the broader problem of dissemination of the wide variety of Board documents other than estimates. Accordingly, we have prepared a draft memorandum for the Board which outlines the problem and makes some general recommendations, and two annexes which show the details of the primary distribution of Board documents.

2. For the most part, the distribution pattern has evolved over the years from old IAC or USCIB lists, augmented by periodic requests of persons of appropriate authority from other agencies or within CIA who considered that they had a need-to-know. You will note in Table A of the attached draft that distribution within CIA is about half of the total distribution. This, of course, stems to a considerable degree from the coordinating role of CIA in virtually all intelligence activities and the fact that CIA provides chairmen, secretariat staffing or special liaison for numerous committees, working groups, and special projects. We might point out that Mr. Amory recently effected a reduction of the order of 50 percent in the distribution of Board documents within his area.

3. The internal CIA distribution is presented for your information in Table C which we do not propose to distribute to the Board. In view of the extent of this distribution in contrast to that of the other agencies, as set forth in Tables A and B, you may wish to request a thorough review of dissemination in some areas of CIA prior to distribution of the attached memorandum to the Board. In that event modified Tables A and B could be circulated, as appropriate.

Executive Secretary

United States Intelligence Board

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Table C. Distribution of USIB Documents Inside CIA

	Normal USIB Documents									Special USIB Documents				25X1
	Distribution Symbols*													
	S	A	M	P	V	R	Q		N	C	CL	E	EL	
Total Internal	37	37	37	40	41	12	39	4	13	7	3	10	2	
A. O/DCI	1	1	1	1	1	0	1	1	1	0	0	0	0	
B. O/DDCI	1	1	1	1	1	0	1	1	1	0	0	0	0	
C. DDI Total	19	18	18	19	17	2	23	2	9	5	1	9	1	
O/DDI	1	1	1	1	1	1	1	1	1	0	0	0	0	
O/BI	1	1	1	1	1	0	1	0	1	0	0	0	0	
O/CI	3	3**	3**	4	3	0	3	0	1	3	1	1	0	
O/CR	2	2	2	1	1	1	2	0	1	0	0	0	0	
O/NE	4	4	4	4	4	0	8	1	3	0	0	0	0	
O/O	1	1	1	1	1	0	1	0	0	0	0	0	0	
O/RR	3	3	3	3	3	0	3	0	1	1	0	0	0	
O/SI	4	4	4	4	3	0	4	0	1	1	0	8***	1***	

* See Table A for definitions of symbols.

** Including one copy sent directly to Director, NIC.

*** For distribution to CIA/EAC.

Table C. Distribution of USIB Documents Inside CIA (Contd.)

25X1A

Normal USIB Documents										Special USIB Documents				
Distribution Symbols*														
1A	S	A	M	P	V	R	Q		N	C	CL	E	EL	25X1
	8	9	9	14	16	10	8	0	2	1	1	0	0	
	4	4	4	13	13	10	13	0	0	0	0	0	0	
	1	1	1	0	1	0	1	0	0	0	0	0	0	
	1	1	1	0	1	0	1	0	2	0	0	0	0	
	1	1	1	0	1	0	1	0	0	0	0	0	0	
	0	0	1	0	0	0	0	0	0	0	0	0	0	
	0	1	0	0	0	0	1	0	0	0	0	0	0	
	1	1	1	1	1	0	1	0	0	0	0	0	0	
	0	0	0	0	0	0	0	0	0	1	1	0	0	
E. DD/S Total	7	7	7	5	6	0	5	0	0	0	0	0	0	
O/DDS	1	1	1	1	1	0	1	0	0	0	0	0	0	
General Counsel	1	1	1	1	1	0	1	0	0	0	0	0	0	
O/TR	3	3	3	1	2	0	1	0	0	0	0	0	0	
O/S	1	1	1	1	1	0	1	0	0	0	0	0	0	
Vital Rdc's.	1	1	1	1	1	0	1	0	0	0	0	0	0	
F. DD/C Total	1	1	1	0	0	0	1	0	0	1	1	1	0	

*See Table A for definitions of symbols.

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Approved by [signature]

DRAFT

UNITED STATES INTELLIGENCE BOARD
MEMORANDUM FOR THE UNITED STATES INTELLIGENCE BOARD
SUBJECT: Distribution of USIB Documents

1. Now that the Intelligence Board has been operating for some length of time it would appear appropriate for the Board to review generally the question of the distribution of papers which are circulated as official documents of the Board. One facet of the problem is being treated in the survey of the dissemination of national intelligence estimates, ~~recently~~ ^{on 14 April} authorized by the Board (USIB-M-34, item 6). However, there remains the additional, and in some respects more complicated, problem of determining the appropriate distribution for the extremely wide variety of papers other than estimates which are issued and circulated by the Secretariat in the name of the Board. Although no categorization of these latter documents is entirely satisfactory, they can be classified broadly for this purpose as "recurring" and "non-recurring".

2. A considerable number of Board documents fall into the recurring category, such as agenda, minutes, post mortems, validity studies, and the quarterly estimates program. The distribution lists for these series were mainly inherited from predecessor organizations; the requirements seem to have evolved largely on the basis of requests through the offices of past IAC and USCIB principals, committee chairmen or the separate functional offices of CIA. For many of these series, distribution in the community is of the order of 80 copies.

are
In addition, various non-recurring types of documents/circulated in the community in the name of the Board.

3. ^{and B} A "standard" distribution (see Table A), which also is largely inherited, is given to these documents, except when the originator of the paper, the Board or Chairman of the Board instructs otherwise or, in the absence of such instructions, the Executive Secretary considers that the circumstances appear to warrant a different distribution. In this latter case the Executive Secretary determines the distribution on an ad hoc basis, in the light of factors such as the sensitivity of the document, the need-to-know principle and guidance from the Board or Chairman in prior analogous cases.

4. Recommendations:

- a. That the "standard" distribution and distributions for particular recurring document series continue to be made on the basis of requirements forwarded by the separate Board members, and that the responsibility for any further distribution by the separate departments and agencies (including the determination of need-to-know) continue to rest with the separate Board members.
- b. That the Board members note the existing distributions (Tables A and B), review their internal requirements ^{thoroughly,} and forward to the USIB Secretariat within one month notification of their separate new standing requirements for standard distribution and for particular recurring series.
- c. That the distribution of certain non-recurring types of documents continue to be determined by the Board, the Chairman, or, when necessary, by the Executive Secretary.

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Table A, Total Distribution of USIB Document Series

Distribution Symbol	Document Series	Total */ Distribution	Outside CIA **/			
			Total	USIB	Non USIB	CIA Total
A	USIB Agenda	79	42	40	2	37
C	Comint	44	37	37	0	7
CL	Comint, limited	12	9	9	0	3
E	Elint	45	35	35	0	10
EL	Elint, limited	11	9	9	0	2
		25	21	21	0	4
L	Limited Distribution - Chairman, Board, or Executive Secretary determines on an <u>ad hoc</u> basis.					
M	USIB Minutes	87	50	48	2	37
N	Report on Estimative Support 34 for NSC		21	18	3	13
P	Post Mortem	83	53	52	1	40
Q	Quarterly Estimates Program 125		86	84	2	39
R	Release Memoranda for NIEs 40		28	28	0	12
S***	Standard	72	35	34	1	37
V	Validity Studies	81	40	39	1	41

* The USIB Secretariat also maintains official file copies of documents and a limited number of extra copies to meet special ad hoc requirements of Board members.

** See Table B for breakdown by agency.

*** For all other USIB Documents through Top Secret unless a specific determination is made for a different (usually more limited) distribution.

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Table B, Distribution of USIB Documents Outside CIA

	<u>Normal USIB Series</u>										<u>Special USIB Series</u>			
	<u>D i s t r i b u t i o n</u>										<u>S y m b o l s</u> */			
	S	A	M	P	V	R	Q		N		C	CL	E	EL
Total	35	42	50	53	40	28	86	21	21		37	9	35	9
External	35	42	50	53	40	28	86	21	21		37	9	35	9
<hr/>														
A. USIB														
Members	34	40	48	52	39	28	84	21	18		37	9	35	9
State	5	5	7	15	6	1	5	3	2		4	1	4	1
OSD	2	2	2	2	2	2	2	2	2		2	1	2	1
Army	4	8	9	7	4	7	50	3	2		6**	1	7**	1
Navy	2	2	4	2	2	1	3	2	2		4**	1	3**	1
Air Force	7	8	6	11	11	7	10	3	2		6**	1	7***	3***
NSA	7	8	13	7	7	2	7	2	4		10	1	10	1
Joint Staff	5	5	5	5	5	5	5	2	2		2	1	2	1
AEC	1	1	1	1	1	1	1	2	1		1	1	0**	0*
FBI	1	1	1	2	1	2	1	2	1		2	1	0**	0*
<hr/>														
B. Other	1	2	2	1	1	0	2	0	3		0	0	0	0
JCS	0	1	0	0	0	0	0	0	0		0	0	0	0
NSC	1	1	1	1	1	0	1	0	2		0	0	0	0
President's Board	0	0	1	0	0	0	0	0	1		0	0	0	0
OCB	0	0	0	0	0	0	1	0	0		0	0	0	0

* See Table A for definition of symbols.

** Army, Navy, and Air Force figures for Comint and Elint series include CIA shipments sent directly to subordinate units of Army, Navy and Air Force because of time considerations. FBI and AEC have indicated that no regular distribution is required on E and EL series.

*** Includes two copies sent to Chairman of the Elint Committee.

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*SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1	DD/I (Read by Mr. Amory)		
2	DDCI		
3	Executive Secretary, USIB		
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
X	APPROVAL	DISPATCH	RECOMMENDATION
X	COMMENT	FILE	X RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks:			
General Cabell:			
I should like to discuss this with you at your convenience. 			
<i>On 3 August General Cabell returned this to me, indicating his concurrence and suggesting that the memorandum plus Tabs A and B be circulated to the Board</i> 			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
USIB/S, 305 Admin. 			23 July
UNCLASSIFIED		CONFIDENTIAL	SECRET

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